



AA-108.3.B, Faculty Qualifications Review
Documentation Supplemental Form

In accordance with HLC Policy CRRT.B.I0.020 Assumed Practices (Section B.2)

TYPE OF FACULTY QUALIFICATION REVIEW (check one):

Audit of Existing Employee New Employee Anticipated Employment Date: _____

Last Name: _____ First Name: _____

Jenzabar ID: _____

Ideally, faculty are qualified by credentials, but in some cases, they may be qualified using tested experience, according to the Determination of Faculty Qualifications Operating Procedures. Check either 'Faculty Qualified by Credentials' or 'Faculty Qualified by Tested Experience' and complete the appropriate sections or forms.

Faculty Qualified by Credentials (See appropriate Faculty Credential Guidelines forms for the courses to be taught.)

Educational Background (Master's Degree and above – list all)

Table with 3 columns: College or University, Degree, Major

Graduate Credits Faculty members with a Master's Degree outside of the field in which they are teaching must have a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Table with 4 columns: College or University, Course Number, Course, Credits

For Faculty Teaching in Graduate Programs: Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

Table with 1 column: Research, scholarship, or achievement

Faculty Qualified by Tested Experience: In cases where faculty without appropriate credentials are being considered to teach coursework, test experience may be used as a basis for determining minimally qualified faculty. If using this option, the “Using Tested Experience as a Basis for Determining Minimally Qualified Faculty” form must be completed and uploaded to DocFinity.

Courses approved to teach:

Course Number	Course Title

Department Chair Signature

Date